Classic Choreboy

Word Processor

Users Manual

Manual Version 5.4 - April 2018

Service Information

For sales, service, or technical support, contact your dealer.For easy reference, write your dealer's information in the space below.

Dealer’s name: _____

Dealer’s phone: _____

Dealer’s address: _____

Write the model and serial number of your Choreboy in the space below so it is convenient when you call for support: (They are located on a nameplate fastened to the unit.

Model #: _____

Serial#: _____

Date of Purchase: _____

You may contact the manufacturer for the name and number of your closest dealer.

Conservative Technology Solutions
1793 Weaverland Road
East Earl PA 17519

Phone: 717-445-0408
Fax: 717-445-0774

Table of Contents

A Tour of the Choreboy

Your Choreboy is an advanced digital workstation designed for many years of faithful service. However, it is a precision electrical instrument and will benefit from gentle handling. Keep drinks and other liquids safely away from the Choreboy.

Ventilation is important for the internal components. Please be sure to allow at least 2″ of space on the right, left, and rear of the chassis.

To clean the display, use only a soft damp cloth (microfiber works best). NEVER use alcohol or solvents of any kind on the display, and NEVER allow any liquid to run down inside the frame of the display, or onto the keyboard or mouse.

To clean the keyboard and mouse, use a vacuum to remove dust and dirt, and a damp cloth if needed.

The important parts of the Choreboy are shown below. Details about each is discussed in the Hardware chapter.

What You Can Do with the Choreboy

The Choreboy includes a full suite of applications (software) suitable for all types of personal and business use. Applications are included for word processing, creating spreadsheets, drawing, CAD design, and a host of other tasks.

See the Software section later in this guide.

Software Documentation

The major applications mentioned above have dedicated user manuals that are included in your Home directory on the hard disk. To view them, double click on the Home button on the desktop and find the Manuals folder.

Additional Software & Features

Also included are a file manager, PDF viewer, organizer, calculator, unit converter, typing tutor, and a calendar. Most of these applications are discussed in separate sections of this manual.

USB Devices

USB ports are available for external devices such as thumb drives (small USB memory sticks) and hard drives. The USB ports are the slots that appear on the right side of the main chassis.

Networking

The ethernet port can be used for printing, for file sharing/printer sharing, or for sharing data in Classic Accounting.

Terminology

The Choreboy is a combination of hardware, software, and files.

Hardware

Hardware is all of the physical parts, such as the chassis, monitor, keyboard, and mouse. The hard drive is an important internal component of the Choreboy that contains all of the software (see next) needed to run the Choreboy and all of the files and documents you create. Think of the hard drive as a virtual file cabinet.

Software

Software is the operating system and applications that run on the Choreboy that you will use to perform certain tasks, such as writing a letter, viewing the calendar, or printing an invoice.

Files (Documents)

Files are the documents you create. Each document you create in any of the applications will be stored in a file, normally with a name of your choosing. A large portion of the hard drive is available for you to store files. The File Manager application will help you manage your files and allows you to organize your files (documents) in much the same way that would organize and use a traditional file cabinet.

Other Terms

The Desktop is the screen you see after the Choreboy starts up. It has icons and a right-click menu (click the right mouse button while the pointer is on any part of the Desktop background) for interacting with all common applications and tasks. The Desktop is always available in the background even if obscured by other windows or applications.

The terms monitor, display, and screen mean the same thing, and refer to the lighted glass display that sits above the Choreboy chassis.

Applications, programs, and software are all the same thing. They are the tools you will use to perform various tasks on the Choreboy.

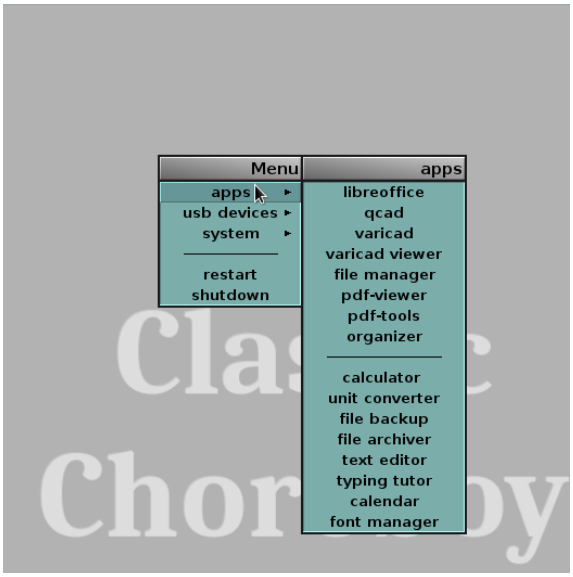
Files and documents are the same thing, and represent anything you create and save to the hard drive.

Folder and directory mean the same thing and items you can create in the File Manager to organize your files and documents as you like.

The terms flash drive, thumb drive, and USB stick all refer to small USB data storage devices.

Many tasks require a sequence of actions. For example, to open the Organizer, you would right-click the mouse on the Desktop to open the System menu, then choose the Apps menu, and then select Organizer. To show this series of steps we often use an arrow notation as follows:

Desktop => right-click => apps => organizer



Getting Started

Initial Setup

After unpacking your Choreboy, be sure that all components are included and undamaged. The following items should included in the box:

1 Choreboy with attached monitor.

1 USB keyboard and mouse set

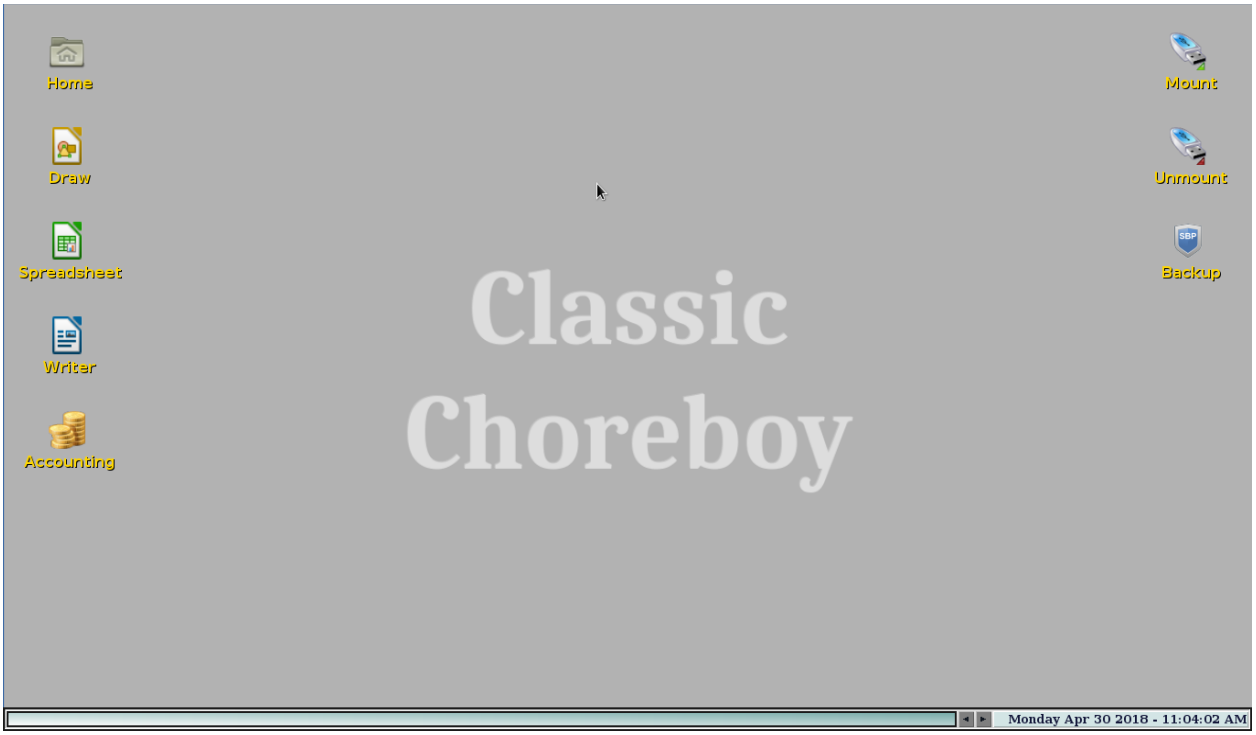
1 heavy duty electric power cord.

Initial setup procedure is as follows:

After finding a good location for the Choreboy that provides adequate ventilation around the chassis, carefully raise the hinged monitor into a comfortable working position. THE MONITOR IS NOT DESIGNED TO BE REMOVED.

Connect the power cord to the chassis and to a wall outlet or power source. See the Power Surge section in the following pages for information on protecting from electrical problems.

Locate the power button on the front of the right side. Press and release. Allow several seconds for the Choreboy to start up. When the Desktop appears with the Icons on left and right sides of the screen, you are ready to use the machine.



If you have never used a Choreboy or a Classic Word Processor before, please review the rest of this manual before proceeding.

Automatic Sleep

After a few minutes of inactivity, the Choreboy will automatically go to sleep to save power. The screen will go black, but it is not off, just sleeping.

Press the mouse button once or twice to wake the Classic Choreboy up. All of your work will be exactly as it was and you can resume work.

Turning the Choreboy OFF

There are two ways to turn the Choreboy off. Which you choose is entirely your preference.

1. Desktop => right-click => shutdown

2. Press and release the power button. (the same button as used to turn it on)

Note: You do not need to turn the Choreboy off for short periods of inactivity. Unless you don't plan to use the Choreboy for several hours, it is suggested to leave it on and let it go to sleep.

When to Use Restart Instead of Shutdown

You may notice that the right-click menu on the Desktop offers a restart option. On occasion this can be handy if the Choreboy exhibits some unusual behavior. You can restart to a fresh system and go back to work. Always save your work before restarting.

Power Surges

Power surges and lightning strikes are among the primary causes of premature failure for equipment like the Choreboy. A battery backup with a surge protector can help prevent data loss in the event of a power failure, and can minimize the effects of power surges.

A battery backup also allows your Choreboy to run for a short time on its internal battery power in the event of power outage. At a minimum, this gives you a few minutes to save your documents and perform a normal shutdown.

Battery backups with surge suppressors are available for less than $100. A battery backup with a 450VA or higher rating will allow 10 to 15 minutes of runtime after a power outage. We have gotten good service from Cyberpower, APC and Tripp Lite brand battery backups.

Be aware that battery backups generally have two sets of power outlets; one set uses the battery backup and the other set does not. Make sure you connect the Choreboy to one of the outlets marked as a battery backup.

Hardware

The Choreboy has one switch and up to three connections you need to know about:

AC Power

The female end of the power cord needs to be connected to the power connector on the right side of the Choreboy chassis. Then the male end can be connected to a 110 volt outlet.

On/Off Button

Located on the right side of the chassis. Press and release the power to power on the Choreboy. After a few seconds, you will see some activity on the monitor and the boot process will be complete when the Desktop appears showing the application icons.

USB Interface

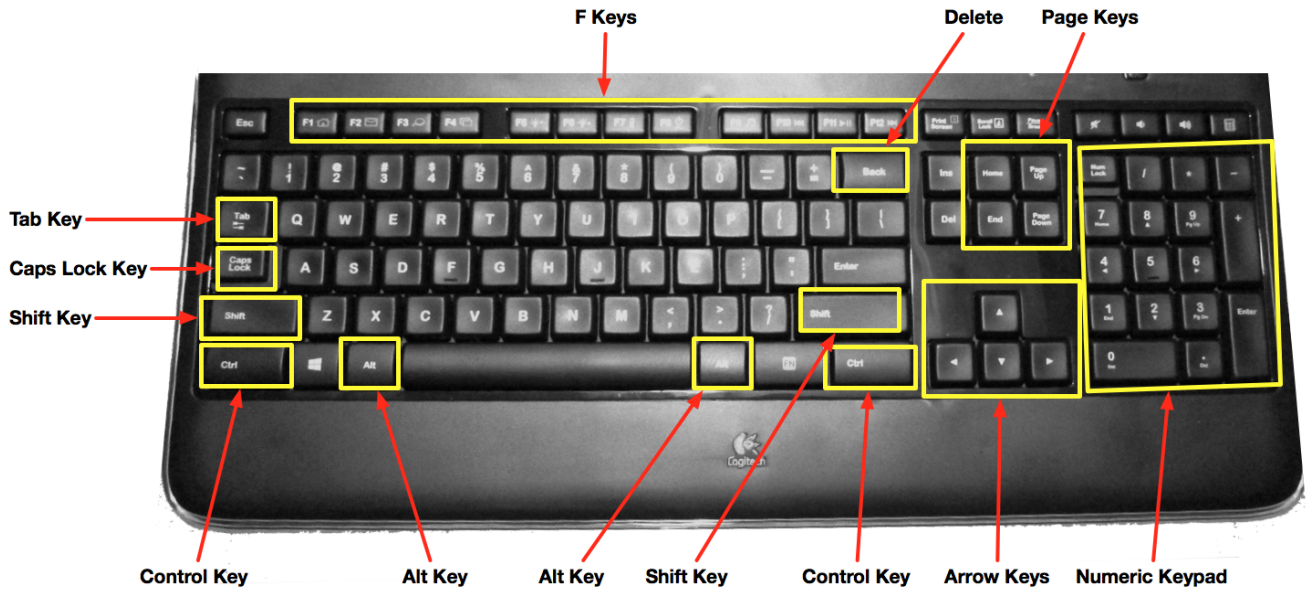
On the right side of the chassis. This is a connector with four slots to accommodate up to four USB connections. The Choreboy has drivers for storage devices such as USB thumb drives and USB hard drives. You will not be able to use other USB devices such as cameras, cell phones, etc.

Ethernet Port

An Ethernet port is located on the right side of the chassis. While the Ethernet connection may look like a phone cord connector, it is larger and will only accept an Ethernet cable. See the Networking section for network setup details.

Keyboard & Mouse

Your first interaction with the Choreboy will likely be with the built-in keyboard and mouse. The keyboard is much like a typewriter with the addition of some special keys for working with the Choreboy, as shown below.



Control & Alt

These keys are often used for keyboard shortcuts. The most common of which are the use of Control z, x, c, and v for undo, cut, copy, and paste. Some shortcuts use a combination of both Control and Alt.

When using the Control and Alt keys, you always hold down the Control and/or Alt key(s) and then press any other key to invoke an action. For example, to save a document using the keyboard shortcut, you hold down the Control key, then press 's'.

F keys

F keys can be used as keyboard shortcuts with specific functions dependent on the application.

Arrow keys

These can be used to move the cursor within a text document, scroll a window up and down, or used in combination with the Alt key to cycle through open window.

Other keys may have special functions as labeled, but may not work in all applications.

Page Keys

The page keys, marked Home, End, Page Up, and Page down will work differently in various applications. In a text document, Home and End take you to the first and last page, while Page Up and Page Down do as their name implies.

Numeric Keypad

The numeric keypad is similar in design to an office calculator. It simply offers another way of entering numbers, but the result is no different than using the number keys above the letter keys.

The Num Lock key, at the top left of the keypad, must be depressed for the numeric keypad to enter numbers. If it is turned off, the keypad has an alternate function and will not enter numbers. In short, if you are using the numeric keypad but numbers are not appearing, press the Num Lock key.

Caps Lock Key

Pressing the Caps Lock key causes all letters you type to appear as UPPERCASE until you press it again to turn it off.

Tab key

In text documents, the tab key moves the cursor to predefined tab stops, normally about 8 characters. It is useful for lining up text into columns.

In spreadsheets and forms, tabs can be used to move from one cell or field to the next.

Mouse

The mouse allows you to move the pointer around the screen to interact with the Desktop and applications via two mouse buttons. To move the pointer around the screen, simply move the mouse. To interact with an item on the screen, click or double-click the mouse buttons. In a window where the content is more than can be presented in the window, for example a long text document, the scroll wheel will scroll the content if held over the content area.

Left Mouse Button

The left mouse button is used for double-clicking on icons, clicking buttons, scrolling, moving windows, or for selecting items within documents. Generally speaking, you want to double-click on icons on the Desktop but single click when working in applications to select menus, click buttons, etc.

Right Mouse Button

The right mouse button is used to bring up a menu of options based on what item is under the pointer. For example, right-clicking on the Desktop will bring up the system menu where you can select options or launch applications. If you right-click in a text document or spreadsheet, you will be presented with different options based on what is under the pointer.

Scroll Wheel

Some mice have a scroll wheel. The wheel is on the top center of the mouse and used in applications that have scroll bar for the content area. For example, in a long word processing document, the scroll wheel can be used to scroll up or down through the pages of the document.

It is not necessary to press or hold the scroll wheel down. A light touch and turning the scroll wheel back and forth is all that is needed.

Input Accessibility Options

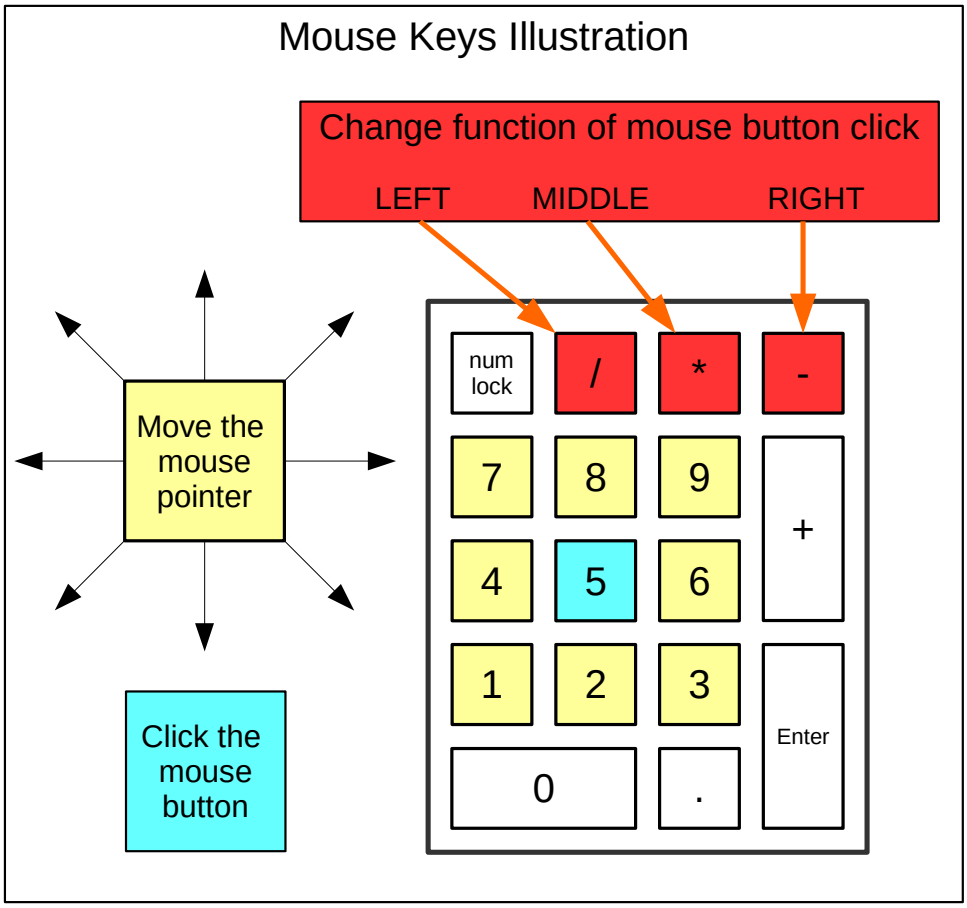
See the System Settings => Input section for details on how to turn accessibility settings on and off.

Sticky Keys

Sticky keys makes it easier to do one-finger typing. Pressing a modifier key like *Ctrl* or *Shift* makes it “stick” until another key is pressed. To type a capital A, instead of simultaneously pressing the *Shift* + *A* key, you would first press the *Shift* key once, then press the *A* key.

Mouse Keys

Turning on the *Mouse Keys* option enables the mouse pointer to be operated by one finger using the numeric keyboard on the right side of the keyboard, or a separate numeric keypad if the keyboard doesn't have one built-in. See illustration below for how the mouse keys work.



The Hard Drive

One of the most important components in the Choreboy is the hard drive. The hard drive contains the Choreboy operating system, all of the software applications, and a large amount of space available for your personal documents and files. Think of it as your digital file cabinet. While the hard drive does have a finite amount of space, you will be able to create many thousands of documents of all types and likely still have space to spare.

How Much Space Do I Have?

You can always find the available free space on the hard drive by opening your Home folder and looking in the lower right corner as shown here:

The line that says “Free space: 86.8 GiB” tells you the amount of hard disk space that is unused. So, what does that mean? A GiB means a gigabyte. A gigabyte is 1000 megabytes. The complete works of Shakespeare are about 5 megabytes. That means that in the free space on this hard disk, we could store 17,360 copies of the complete works of Shakespeare. And this manual, including all of the text and graphics is less than 2 megabytes. We could store over 43,000 such documents and have space left. As you can see, you will have to do a lot of work before your Choreboy is out of disk space.

In the unlikely event that you do run out of hard drive space, you can move files onto a USB hard drive or flash drive to regain space on the internal hard drive. As soon as you delete files on the hard drive, that space is immediately available for other uses. You can also ask your dealer about upgrading to a larger hard drive.

Data Backup - Planning for Disaster

Imagine that you have been happily using your Choreboy for a year or two and have a large collection of letters, business documents, contact information, and notes.

Then, one day, you turn your processor on and nothing happens. Perhaps some cryptic message appears on the display but no matter what you do, the desktop never appears.

You contact your dealer, return your Choreboy for repair, and it is determined that the hard disk failed. The hard disk can be replaced with a new one, but the failure was catastrophic and the data on it cannot be recovered. The dealer asks the inevitable question, “You do have a backup of your data, right?”

If, like many people, you did not make backups of your files to an external device, all of your documents and files were permanently lost.

Every electrical or mechanical device will eventually fail and the hard disk that contains your data is no different. It is extremely important to save your data often when working and make backup copies that reside outside of your processor on a USB thumb drive or hard disk.

If you have, or plan to have, a large amount of data that will not fit on one flash drive, you may want to consider a USB hard drive. They connect to the same USB port, but come in larger sizes and are generally faster than flash drives.

If You Absolutely Positively Can’t Afford To Lose Your Data

Let’s face it, many of us could lose the entire contents of our hard drive and our lives wouldn’t change that much. We don’t want that to happen, but it wouldn’t be devastating. However, if you data is critical to your business or profession, data loss is more than just an inconvenience.

If you need a data protection procedure for critical data, see the entry in the Frequently Asked Questions section, “Is there a way to minimize data loss in a worst case scenario?”

Printing

If you are considering the purchase of a new printer, contact your dealer to see if the Choreboy supports that printer, or if drivers are available to be added to your system.

Printers require specific software, called a print driver, to be installed in the system that allows applications to communicate correctly with it. The Choreboy comes with a huge number of such printer drivers pre-installed.

If you follow the procedure below and your printer is not recognized or available in the list of supported printers, talk to your dealer to see if a print driver is available.

Installing a USB Printer

NOTE: Printers from various manufacturers can respond differently during the setup process. If a new printer does not work as expected or if you feel an error was made during the setup process, delete the printer and start again. If the printer fails to work, contact your dealer to ensure the proper drivers are included in the system.

1. Start with the Choreboy turned on but with the printer turned off and the printer's USB cable disconnected from the Choreboy.

2. Connect the USB cable to the printer and the Choreboy.

3. Turn the printer On.

4. Right-click on the Desktop and choose System > Printers. The printer configuration window will open.

5. Click the Add button near the top left of the window, this opens the *New Printer* window. After a bit you should see the printer name show up under *Devices* on the left side of the window. Click on the printer then click forward and follow the prompts to finish installing it. After the printer is configured, you will be offered the option to print a test page. Print the test page to make sure it is working.

Network Printing

Many printers have an ethernet port that makes it possible to connect the printer to the word processor via a local area network instead of directly connecting to a USB port.

There are several advantages to doing network printing. If you have multiple word processors on the network, it is simple to configure the printer to print from any of them. It frees up USB ports which always seem to be in short supply, and some printers have functions like duplexing that do not work through the USB interface.

The printer itself needs to be configured with the following 3 settings. Configuration menus can vary widely from one printer to the next but generally these settings will be found under a Networking/LAN menu.

1. **IP Address**: This address consists of 4 sets of numbers, each set ranging from 1 to 254. The first 3 sets of numbers will always be the same

077.077.077. The last set needs to be unique for each device on the network. Since the word processors can be configured from address 1 up to 15, it is recommended to start printer address's at 25. Here is an example address: 077.077.077.025

2. **Network Mask:** Enter this address: 255.255.255.0

3. **Gateway Address:** The gateway address doesn't actually get used, but it is probably required to enter it, so use this address: 077.077.077.001

After entering the settings on the printer and plugging it into the network you are ready to install the printer on any word processor that is connected to the same network. The only difference from installing a USB printer is in step 5 you will need to click on *Network Printers* under the Devices menu on the left side. This drops down a menu showing all network printers. Again you may need to wait a couple seconds before all connected printers get listed.

Sharing a USB printer

Sometimes it is desirable to use a certain printer from multiple word processors, but the printer does not have an ethernet interface to connect to a network. A USB printer can be shared through *printer sharing*. The word processor that has the USB connection to the printer needs to have the *Publish Shared Printers* option turned on in the *Network Sharing* page of the System Settings.

To set a printer to be shared, open the printer configuration window, right-click on the printer. The “Shared” menu item needs a check mark in front of it to set that printer to be shared. Keep in mind all printers that are connected to the network should have the “Shared” option turned off. This printer should now show up on other word processors on the same network.

Printer Settings

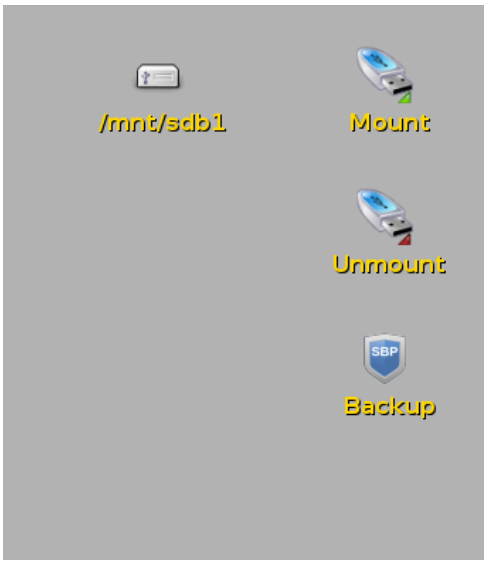
After installing a printer you may need to do specific setup such as specifying label size for a label printer. Open the printer configuration window by right-clicking on the desktop and clicking on System > Printers. From the printer configuration window, right-click on a printer and select *Properties*, in the properties window are many printer specific options and settings. Only generic options such as paper size need to be configured from here. Most options such as color/bw, duplexing, or landscape printing can be set from the documents you will be printing.

USB Devices

Only data devices such as USB flash drives and USB hard drives are supported on the Choreboy. Other devices, such as cell phones, and cameras will not be recognized and/or not work properly.

USB flash drives and USB hard drives work exactly the same. The only differences are the size, capacity, and speed. And USB hard drives may require external power. USB flash drives are very small, inexpensive, and easy to carry, but their size makes them easy to misplace and lose.

Mounting a USB device



To use a USB drive, plug it into any of the available USB ports. On the Desktop, double-click on Mount icon in the upper right corner of the screen.

The device should mount within a second or two and will be shown as a new icon. In the image to the right, it is /mnt/sdb1.

Once the drive is mounted, double-click the icon to open a file manager window showing the drives contents.

Unmount a USB Drive

Before removing the USB drive, it should be unmounted. To do so, double-click the Unmount icon, them remove the drive.

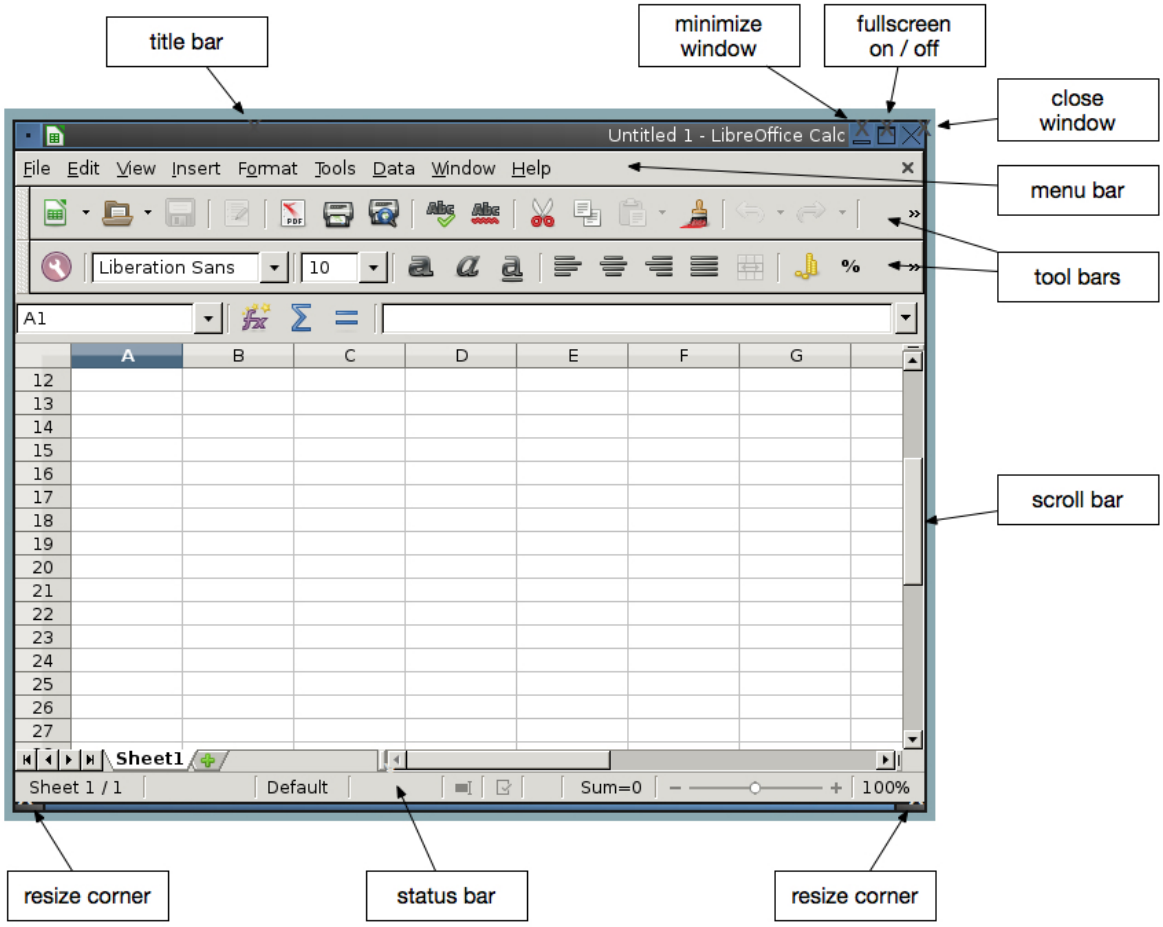
If the Choreboy is shut down without removing a USB drive, you can safely remove it at any time.

Software

The Choreboy comes with a complete suite of software applications for both personal and office use.

In addition to this guide, most applications have a manual included in your Home => Manuals folder.

Most application windows have the same layout and common parts. Once you know how to use one application, others will feel pretty familiar.



Moving Windows

Windows can be moved by clicking and holding the left mouse button on the Title Bar and then dragging the window as desired.

Resizing Windows

Most windows can be resized by moving the mouse to either the left or right bottom corner of the window until the resize icon appears, then click and drag to resize.

Window Control Buttons - Minimize, Fullscreen, & Close

There are three buttons in the upper right corner of the window that represent minimize, fullscreen on/off, and close.

Click the minimize button to hide the window. To show it again, click the window name in the Taskbar.

The fullscreen button will turn fullscreen mode on and off.

The close button will permanently close the window. This is the same as quitting the application and a dialog box will appear if you have unsaved work.

Multiple Applications & Multiple Windows

Your Choreboy is capable of running multiple applications simultaneously and each application can have multiple windows open. You DO NOT need to close one application to work in another. In fact, it is often ideal to have multiple applications open so you can copy and paste data between them.

Each window that is open will create a button with the name of that window in the Taskbar at the bottom of the desktop. Click on any of those buttons to bring that window to front.

The keyboard shortcut of Alt + right or left arrow key will cycle forward or backward through the open windows.

Desktop

The Desktop is the first and perhaps most important application. It is comprised of everything you see on the monitor when the Choreboy starts up. From the Desktop, you can access all of the applications by double-clicking a desktop icon or by right-clicking the mouse on the Desktop background to bring up the system menu.

Desktop => right-click => apps => click the app you want

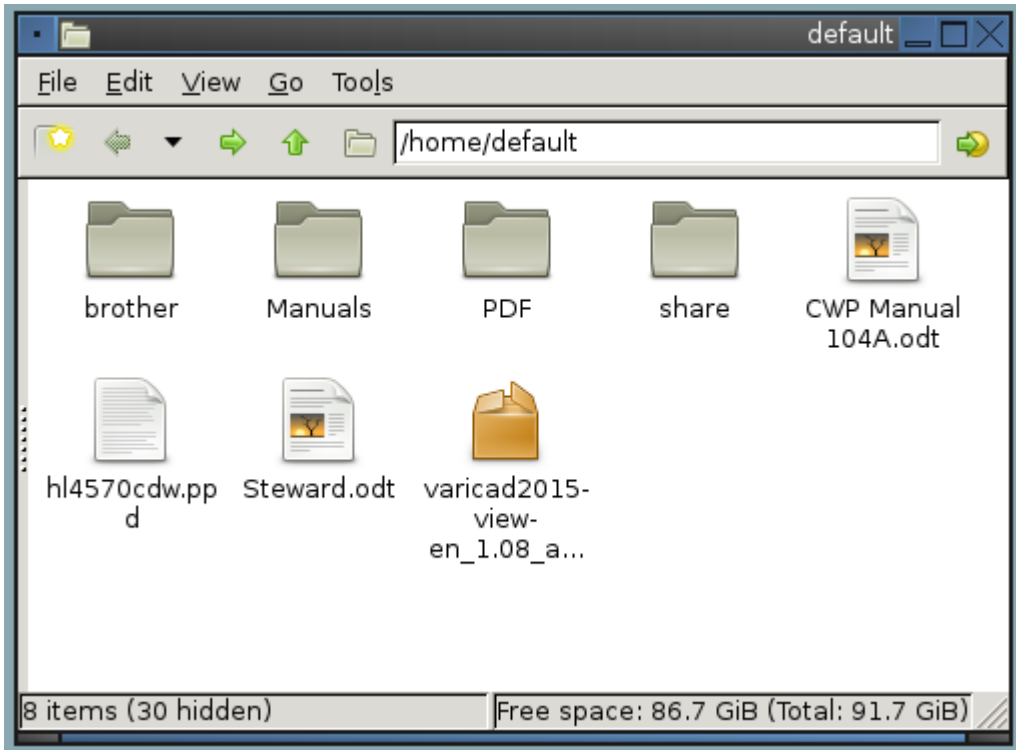
or

Desktop => right-click => system => click the option you want

You can interact with the desktop regardless how many windows are open. If windows are obscuring the part of the Desktop you want to see, just click & drag on the window Title Bar to expose the desktop, or pressing the *Alt+F1* key combination to minimize all open windows and fully expose the desktop

File Manager

The File Manager is opened by double-clicking the Home icon on the Desktop. The File Manager represents the large portion of the hard drive where your files are stored and organized. This is your personal file cabinet, so you can organize it any way you like.



As with any filing system, some pre-planning to create a good organizational structure will pay dividends as the filing system grows. Of course, you are always free to re-organize at any point it becomes needed.

All of the features of the File Manager are explained later in the File Manager section.

Major Applications

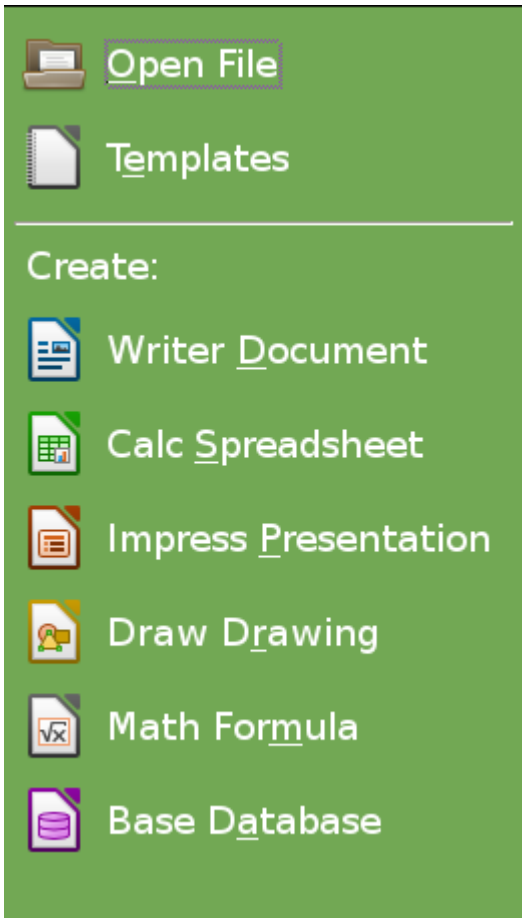
In addition to the short description here, each of these applications has their own Full User Manual in:

Home => Manuals folder

For general information about LibreOffice applications, see: Getting Started.pdf.

LibreOffice

The most used LibreOffice applications, Writer, Spreadsheet, and Draw, can be opened directly from icons on the Desktop. Other LibreOffice applications, such as Base, Impress, and Math can be opened using the Desktop right-click menu and select LibreOffice.



NOTE: With LibreOffice, you don't have to start every task from scratch. Each application has a range of templates that provide professionally designed documents to get you started.

Writer

Manual: Writer Guide.pdf

A word processing application for writing letters, notes, books, reports, or creating small signs.

Spreadsheet

Manual: Spreadsheet Guide.pdf

A document with columns and rows that can contain any type of tabular data, but often used for accounting and bookkeeping tasks. A spreadsheet is particularly good at appling mathematical formulas to the data

Draw

Manual: Drawing Guide.pdf

Used to draw a picture, create a sign, or create any type of graphics work. The only limit is your imagination.

Base

Manual: Base Guide.pdf

A database program that is quite robust but not known for its ease of use.

Impress

Manual: Impress Guide.pdf

A presentation program for creating slide shows.

Math Formulas

Manual: Math Guide.pdf

Allows you to write formulas in mathematical or computer notations that can then be included in other applications.

QCAD

Manual: QCAD Manual.pdf

A computer aided design application for blueprints and mechanical drawings.

Classic Accounting (optional)

A full-featured business accounting package designed specifically to run with the Choreboy. If your business accounting needs extend beyond simple spreadsheets, talk to your dealer about Classic Accounting.

VariCAD (optional)

A computer aided design application for blueprints and mechanical drawings that is available for separate purchase. The included version is a thirty day trial. The trial period begins the first time you run the program. If interested, talk to your dealer about price and purchasing information.

Other Applications

In addition to the major applications above, the Choreboy offers a number of handy accessory applications.

Calculator

The calculator is a small utility that operates like a handheld calculator. Use the mouse to interact with the buttons and menus to perform calculations.

Calendar

There are two calendars in the Choreboy. One is a simple calendar for looking up past and future dates, available with the right-click menu on the Desktop. The other calendar which is capable of managing tasks and reminders is in the Organizer application.

File Archiver

A utility to create and open compressed archives of files and folders. The File Archiver can be used to extract files from a compressed archive file.

Organizer

An easy to use task, note, calendar, and contact manager all-in-one. Use it to keep track of people, ToDo items, events, and reminders.

PDF Viewer

Allows you to view PDF documents. Many parts files and catalogs can be obtained in/converted to a PDF format.

PDF Tools

A program allowing re-structuring of PDF files. It is possible to split, or combine PDF files, extract pages from a file, or re-order pages, etc.

File Backup Program

The file backup program, available from the desktop, is used to create and maintain file backups to a USB device. More detailed information is available in the File Backup Program section.

Text Editor

A simple plain text editor for notes and writing that do not require the power of LibreOffice. If writing gCode for CNC machines use this application.

Typing Tutor

A handy little utility to help improve your typing. Details about using it are available within the application.

Unit Converter

Used to convert various types of weights and measures into other units. For example, convert gallons to liters or inches to centimeters.

System Settings, Status & Updates

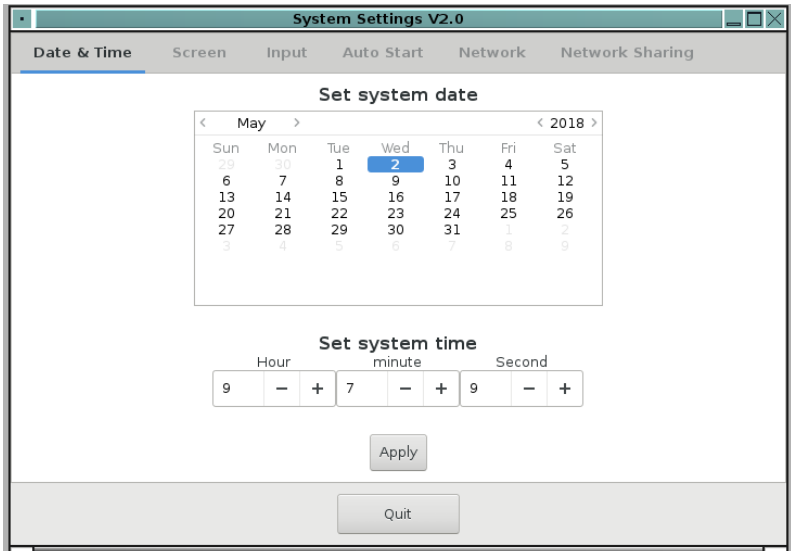
The system settings window can be accessed through: Desktop => right-click => system => settings

System Settings

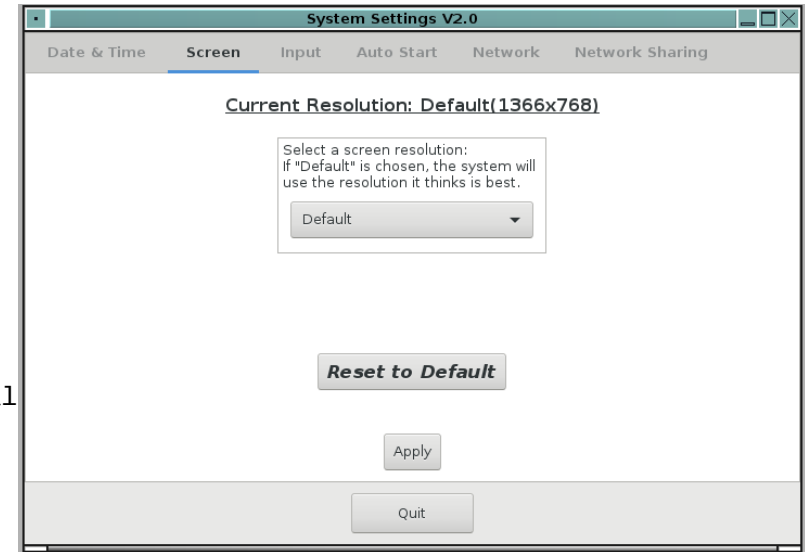
There are individual screens for the following settings, remember to click the "Apply" button before going to another screen or the changes will be lost:

Date & Time

This window allows you to adjust the date and time of the system. Note that time is in 24 hour format. So, for example, 5 PM would be entered as hour 17.



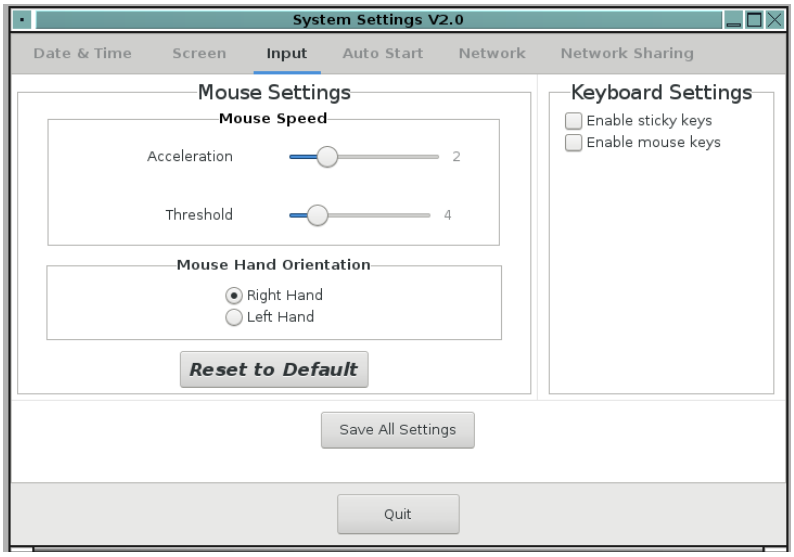
Screen



The screen window allows you change the display resolution of the monitor, or reset the monitor to the default resolution.

The system should automatically detect the best resolution for a monitor and adjust accordingly. This setting should not be needed unless the auto-setting does not work or you prefer a different setting than the monitor's optimal setting.

Input



Mouse Settings

The input window allows you to change mouse acceleration & threshold. Acceleration is the speed the mouse pointer moves & threshold is how far the pointer needs to move before it starts accelerating.

The mouse can be set for a left handed person. This basically reverses the left & right button functions.

"Reset to Default" sets everything back to system default.

Keyboard Settings

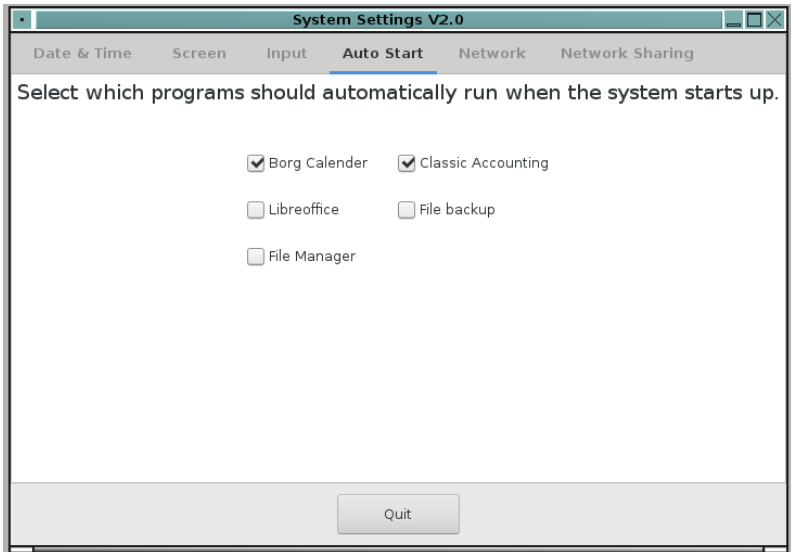
Sticky keys and *Mouse Keys* are accessibility features. For more information on how these features work see the Input Accessibility Options section.

Click the *Save All Settings* button after making any changes to mouse or keyboard settings.

Auto Start

This window allows you to set certain programs to open as soon as the machine starts.

If you are using Borg Calendar(Organizer) to pop up reminders about appointments or tasks, the reminders will not work unless the calendar program is actually running. If you set it to auto start you can ensure to not miss any reminders.

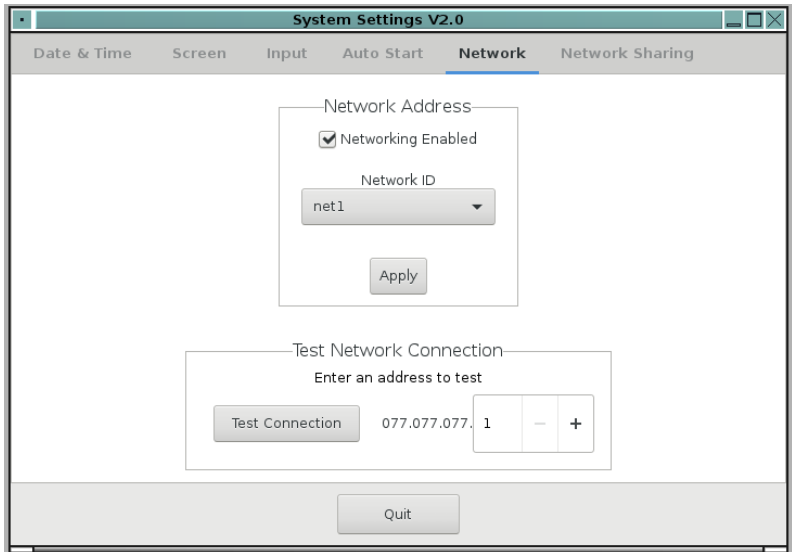


Network

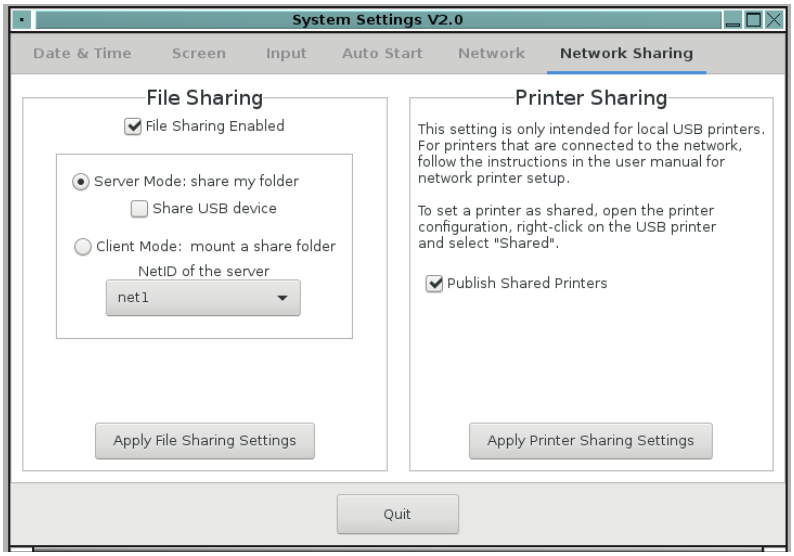
This window allows you to enable the network function and select the Network ID for this machine.

NOTE: The network ID of each machine on the network must be unique.

To test if a device on the network is properly configured and reachable on the network, you can enter an address and click the *Test Connection* button to ping that device.



Network Sharing



Networking needs to be enabled for any of the network sharing options to be functional.

File Sharing

File sharing allows 2 or more word processors to share a set of files. If file sharing is turned on and connected, shared files will show up in a folder in Home that is named “share”.

One of the processors needs to be set to *Server Mode*, it will be hosting the shared files in its share folder. The rest of the processors on the network would be set to *Client Mode* and the *NetID of the server* should be set to the address of the processor that is set to Server Mode. All clients connect to the server to access shared files. If the processor set to server mode is shutdown, obviously no shared files will be available on the clients.

If the *Share USB Device* option is turned on in the file sharing server, that processor checks for a USB device that mounts as /mnt/sdb1/. If a USB device is present, it gets included in the share folder. This allows client processors on the network to access files on the USB device. The USB device needs to be plugged into the processor on startup, or when the *Apply File Sharing Settings* button is clicked, or it will not be included in the share folder.

Printer Sharing

This setting is only for sharing local USB printers that do not have the option of connecting to a LAN. If the printer has an ethernet port, it is better to connect through the network. See the Network Printing section for how to setup network printers.

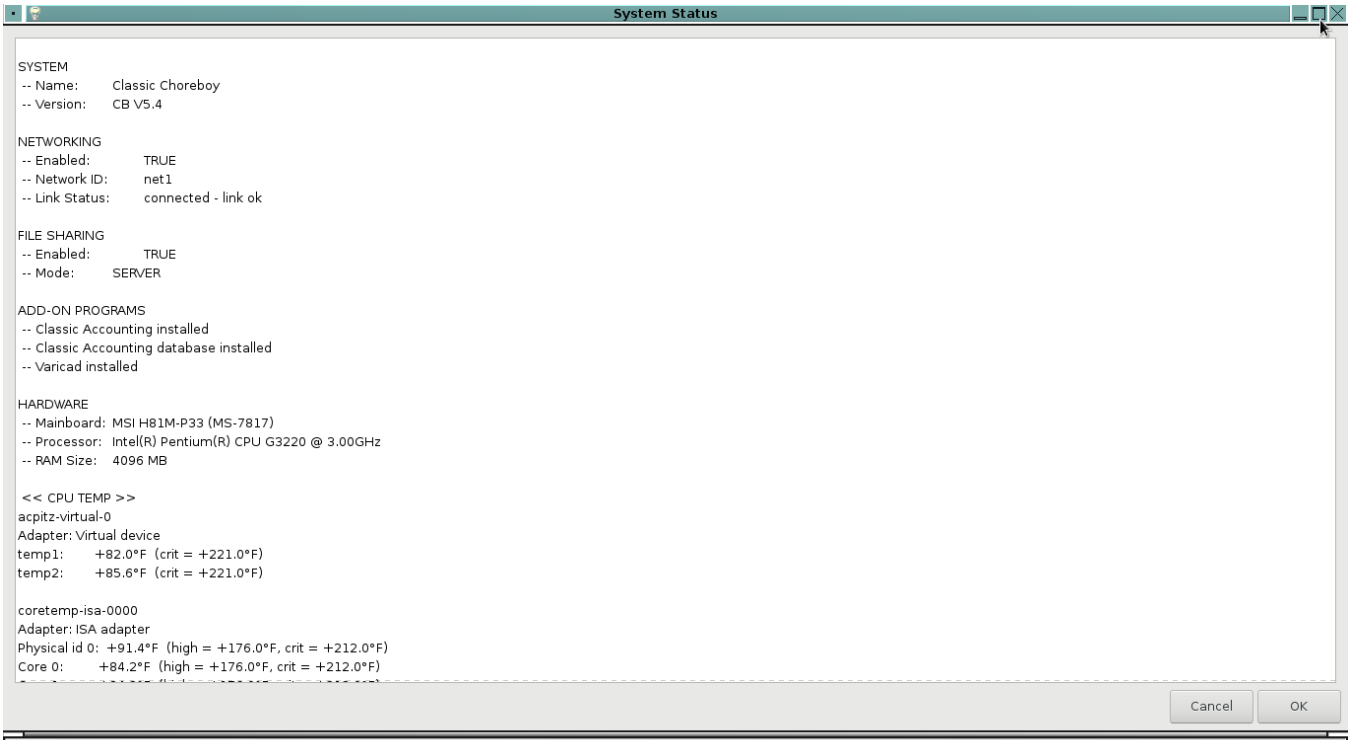
When the *Publish Shared Printers* option is turned on, all printers that are set to be shared, will be published to the network so other processors on the network can print to them.

Each individual printer can have sharing turned on or off. Go to Desktop => system => printers, right-click on a printer, if the “share” in the right-click menu has a check mark, that printer can be published to the network.

System Status

Desktop => right-click => system => sys status

This opens a window that provides general system information that may be useful for troubleshooting and diagnostics. There are no user settings in this window.



Updates

If your dealer or CTS provides an Update USB flash drive, follow these steps:

Save all of your work and quit all open applications.

Insert the flash drive into any available USB port.

Choose Desktop => right-click => system => update.

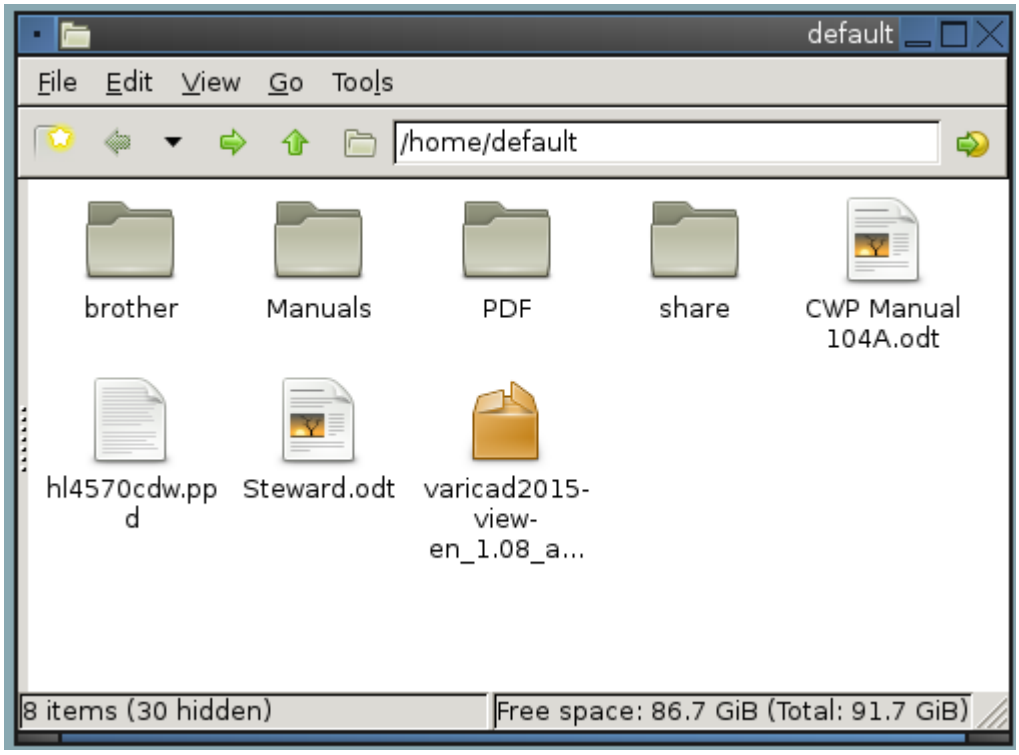
Follow any prompts that appear on the screen. Most updates display a log window for diagnostics if any errors occur with the update. If a prompt appears that says the update completed successfully, you should close the log window.

It is possible that more than one update is on the flash drive. After closing the log window from an update, the next update prompt will appear if another update is on the flash drive. When all updates are complete, the flash drive will unmount.

Remove the USB flash drive.

File Manager

In this document, the terms files and documents are synonymous, as are the terms folder and directory.



IMPORTANT NOTE

A file or document that is created in an application on the Choreboy, such as Writer, Spreadsheet, or Draw, is only permanently stored to disk when it is saved. If you do not save document, it will lost when the processor is shut down. Likewise, if you make changes to a document but do not save those changes, they will be lost when the processor shuts down. A power outage, even a brief one, that causes the Choreboy to shut down will lose all unsaved work.

A common question is, “How often should I save a document I am working on?”

The answer is to save when you have done an amount of work that you don’t want to lose.

How Your Files are Stored

The File Manager is where all of the files you create and save will be stored. Also, any files you copy from a USB device will be stored in the File Manager.

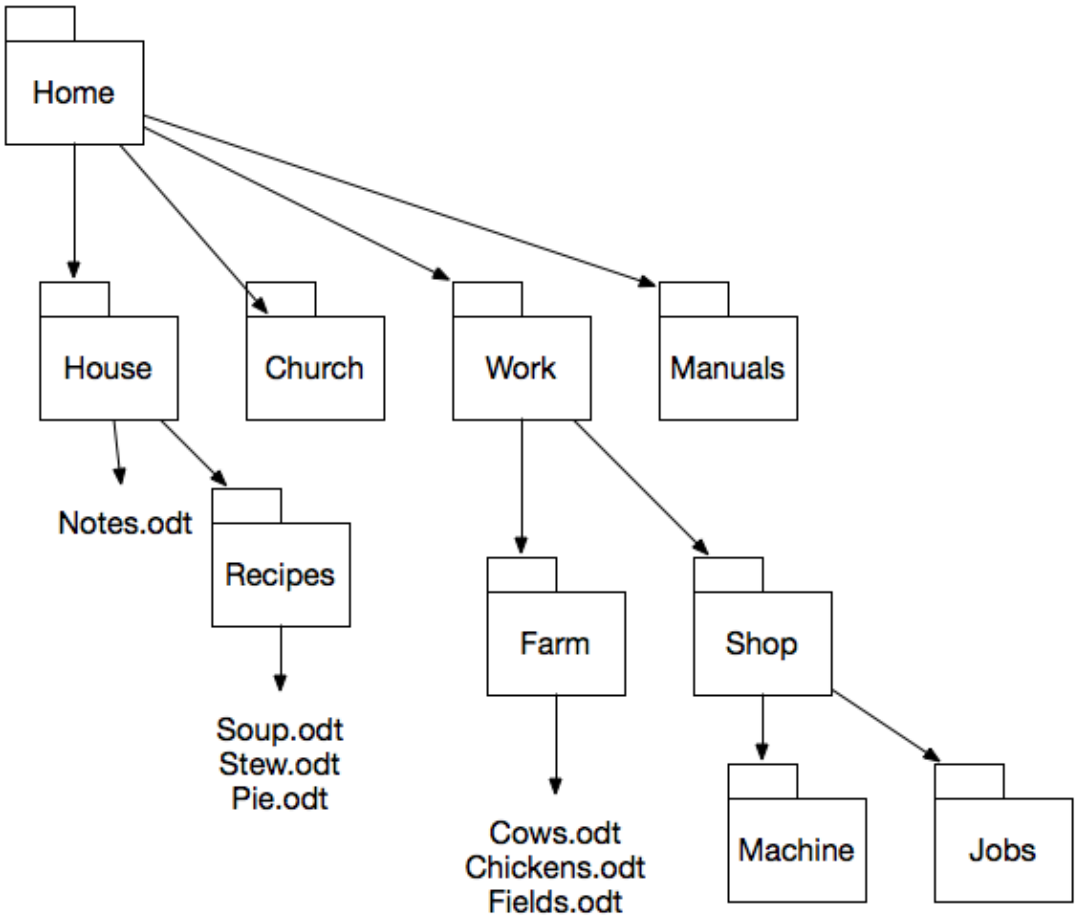
It is important to know the location where (which folder) your files are being saved or copied. Over time, your file system will get large with a deeply nested folder structure. Inadvertently storing a file in the wrong place will lead to frustration when think the file is lost. See the section below “Finding Files” to

learn how to find a misplaced file.

Home

The root level of the File Manager is your Home folder. Open it by double-clicking the Home icon on the Desktop.

While you could simply keep all of your files at the root level of the Home folder, most people find it better to organize files by topic or subject and store them in folders. This allows you to create a hierarchical file system, much like folders in a file cabinet. The names of the folders and their organization is entirely up to you. An example is shown below.



Above we can see, the Home folder has four folders for House, Church, Work, and Manuals. The House folder contains one document and another folder for Recipes. The Work folder is more deeply nested with folders and subfolders.

Some things to note about the File Manager and folder structures:

There is no practical limit to the number of levels of nested folders in your file system.

A folder can contain both files and other folders.

You can have as many folders as you desire.

You can put folders within other folders.

As needed, you can delete or move files and folders.

This system of nested folders enables you to organize your documents and files as you want. However, your entire system of nested folders will always reside within the Home folder.

Create a New Folder

To create a new folder, make sure you are in the folder where you want the new one, then

right-click => Create New => Folder

You will be asked to give the folder a name and it will be created.

Trash & Deleting Files

Over time, most of us find files that we no longer need clutter up our File Manager. We can delete files or folders whenever we like. Simply right-click on the item you want to delete, then choose Move to Trash.

Keep in mind that deleting a file is a two step process. First you move it to the Trash. At this point you can always get it back out of the Trash if you decide you don’t want to delete it.

To permanently delete the file, you Empty the Trash. After that, any files that were in the Trash are gone forever. To Empty the Trash:

File Manager => Go => Trash Can

Now you see the files in the Trash. To permanently delete them

right-click in the window => Empty Trash Can

At the end of this manual, there is topic titled “A Note About Deleting Files” that you may find worth reading.

Renaming Files

Renaming files is easy. Locate the file you want to rename and

right-click => Rename

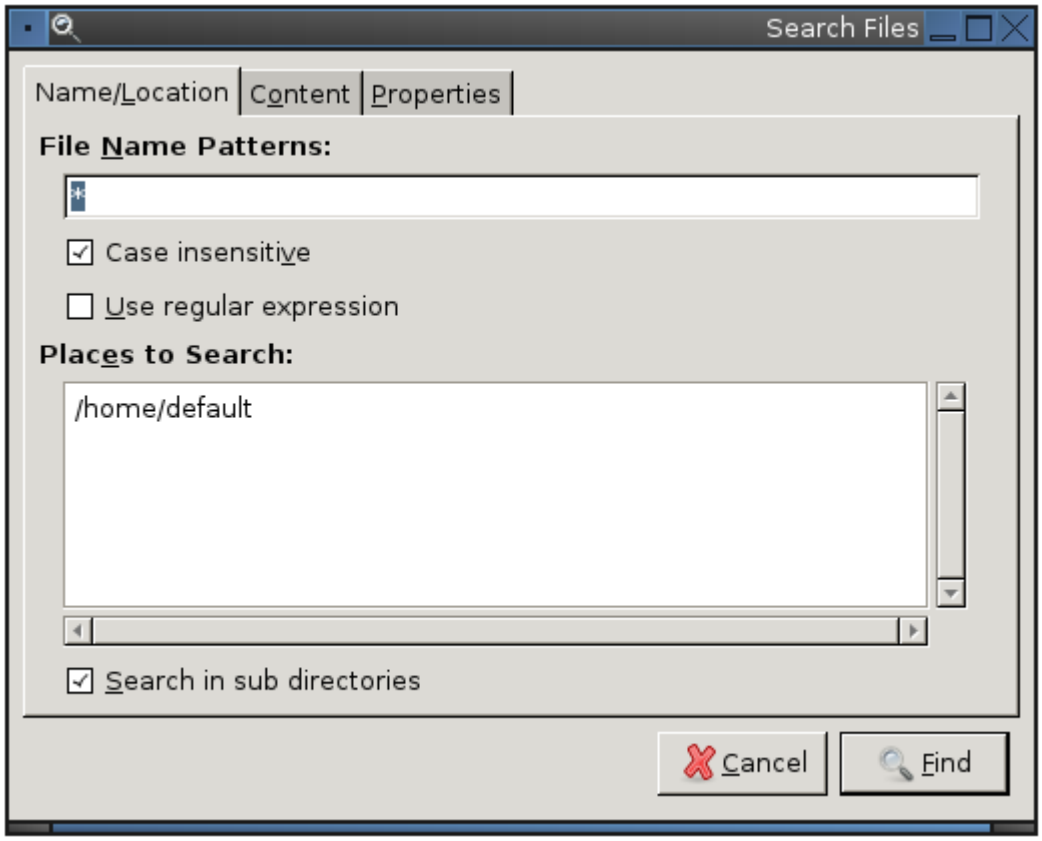
Finding Files

IMPORTANT NOTE:

Currently the Find Files application has some idiosyncrasies you should be aware of.

When searching for a file name, do not use an asterisk (*) in the name field and make sure the box “Use regular expression” is checked.

Also be aware that the find files feature will use the combined criteria of all three tabs. This means if you want to search on file content, you need to make sure there are no search criteria entered in the Name/Location or Properties tabs.



How to Find Files

Let’s assume you know you created a document called “Letter to Mom” but now it seems to be missing in your file system. It most likely got saved to the wrong folder but that doesn’t help find it. The Find Files feature in the File Manager is the tool you need.

File Manager => Tools => Find Files

The Find Files window (see above) has three tabs that allow you to search based on the name of the file, content in a file, or the properties of a file, such as its size or date.

Working with Two File Manager Windows

It is often convenient to work with two File Manager windows. This makes it easier to move or copy files from one part of the file system to another.

For example, if you have files on a USB drive that you want to copy to your Home folder, you can double-click Home to open the File Manager for your Home, then double-click on the USB drive icon to open a File Manager that shows its contents.

If we wanted to copy the files to our Work directory, double-click to open Work, then simply drag the files from the USB drive window to the Work directory window. This procedure copies the files. It does not delete them from the USB drive.

A Note About Deleting Files

Over the years, there have been many times that I regretted my decisions about deleting files. Much like cleaning house, it is often hard to know what to throw away and what to keep. Some files are obviously have no value deserve the Trash Can, but for other files, their future value is less certain. So today I take a more conservative approach to getting rid of files.

Archive Then Delete

I have a USB drive labeled Archive that holds all of the files I want off of my main hard drive but can’t be 100% sure I will never need. Before I Empty the Trash, I copy most of those files onto the Archive drive.

I have been amazed at how often I go back to that Archive drive to find a file that at one time seemed I would never need again.

Networking/LAN

The Choreboy word processors can be connected to a local area network(LAN) for the purpose of sharing data, files, and printers. A LAN can be as simple as connecting one word processor to one printer, which would only require one ethernet cable that plugs directly from the word processor into the printer. Whenever more than 2 devices are connected to the LAN it is required to add one or more network switches.

Network switches function in essence as a hub, all the devices are plugged into the network switch with ethernet cables and the switch takes care of routing network traffic to the correct devices. You can purchase network switches with a various number of ports, each device on the network will occupy one port on a switch. A network is very configurable, it is possible to add more network switches at any point in the network. Lets say you have 2 offices 50' apart, with a word processor and printer in each office, and both word processors and printers should be on the network. Instead of having only a switch in one office then running 2 cables to the other office, you could have a switch in both offices, and run one cable that connects the 2 switches.

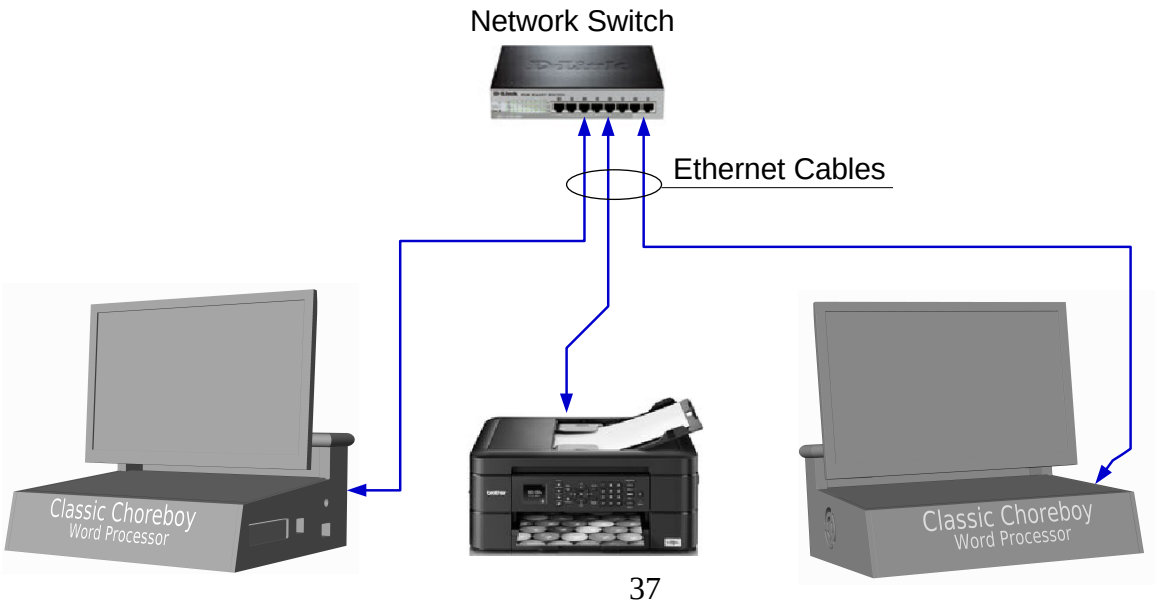
An important consideration when ordering network components is the length of the Ethernet cables. Be sure to allow sufficient length for running in, over, and around all obstacles. When in doubt, buy the next longest cable. Up to 100 feet, the signal quality does not degrade.

If your LAN needs to span a distance between two buildings where it would be hard or impossible to install an ethernet cable, it is possible to setup a wireless bridge. If interested in doing so you will need to contact your dealer for more information.

The Choreboy word processors have a network setting that needs to be turned to enable connection to a LAN. See the System Settings => Network section.

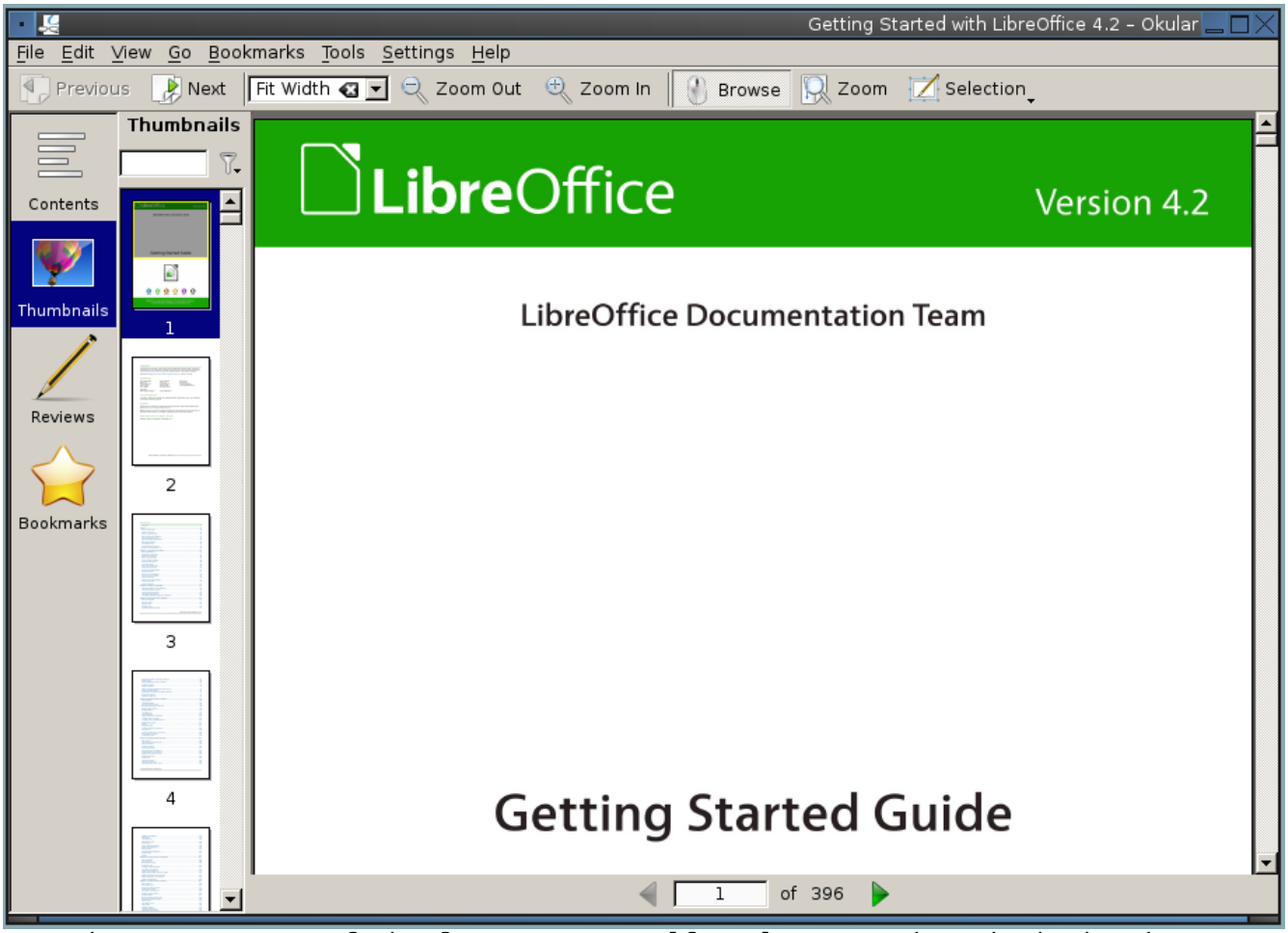
Printers need special configuration before they will properly function on a LAN. For more information see the Network Printing section.

The diagram below shows a simple LAN configuration.



PDF Viewer

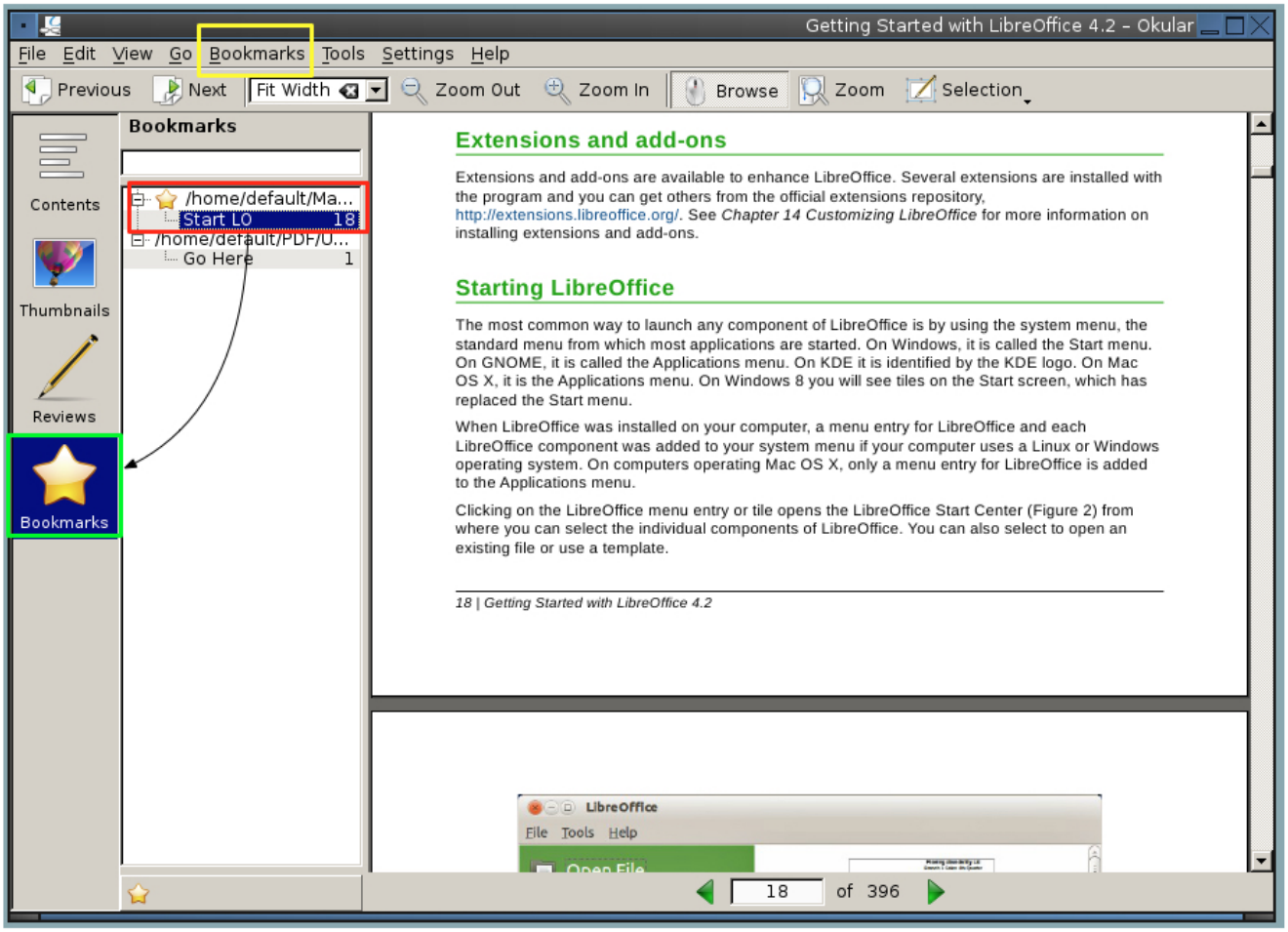
The PDF Viewer is a simple app that lets you read PDF files and many other types of



text documents. Most of the features are self-explanatory, but the bookmark features is one you may find particularly useful.

Bookmarks

PDF Viewer will let you bookmark pages in PDF documents. Then it will keep track of all of your bookmarks in all of your PDF documents.



Create a Bookmark

If you find a page you want to bookmark, click on the Bookmarks menu (framed in yellow), then choose **Add a Bookmark**.

When the Bookmark button (framed in green) is selected, all of your bookmarks will be listed in the Bookmarks list. The bookmark I created is framed in red, and below it is another bookmark I created for another document that is not currently open.

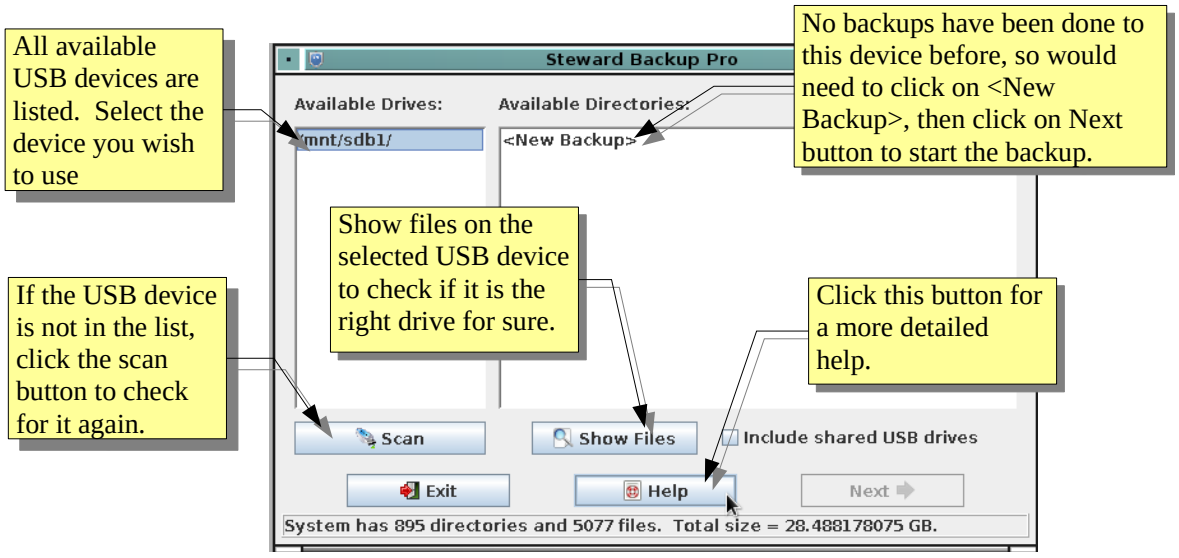
You can return to a bookmark in any book, even if it is not currently open, just double-click the bookmark in the list.

File Backup Program

The file backup program is a handy tool to help you quickly do backups of all your files to an external USB device. The program can be opened from the Desktop by double-clicking on the Backup icon.

The backup program copies all files in Home to the USB device the first time a backup is done. After the first backup you will have the option of updating the previous backup, or creating a new backup. When updating a previous backup the program checks which files have been changed since the last backup, and only copies those to the USB device. For users with a lot of files, it is much quicker to update the previous backup.

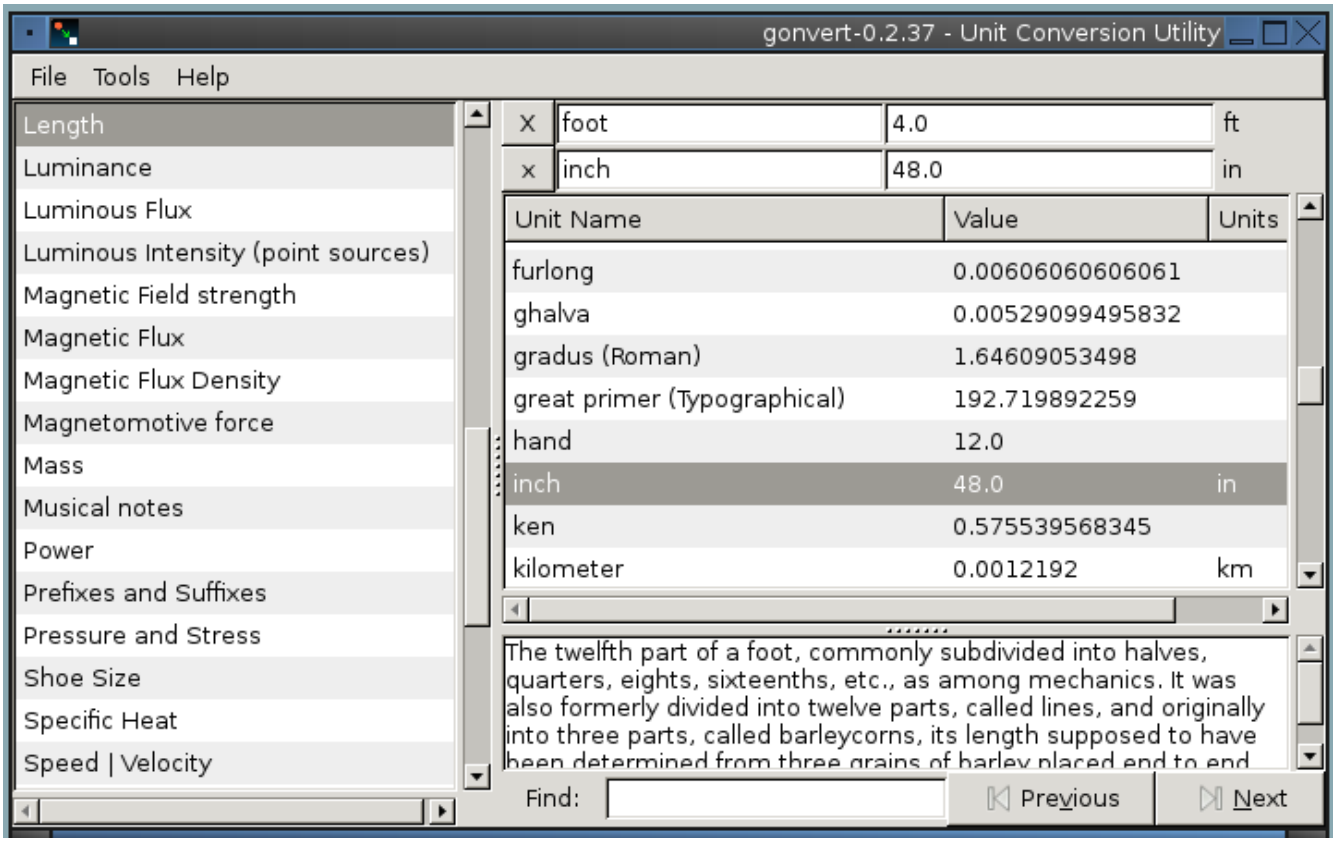
File backup should be done periodically depending on how much the word processor is used. For users that are using it a lot every day, it's a good idea to do a file backup at the end of every day.



Unit Converter

The Unit Converter application allows you to convert any types of weights or measurements. For example:

- convert feet to centimeters
- convert quarts to cups
- convert yards to furlongs
- convert ounces to grams



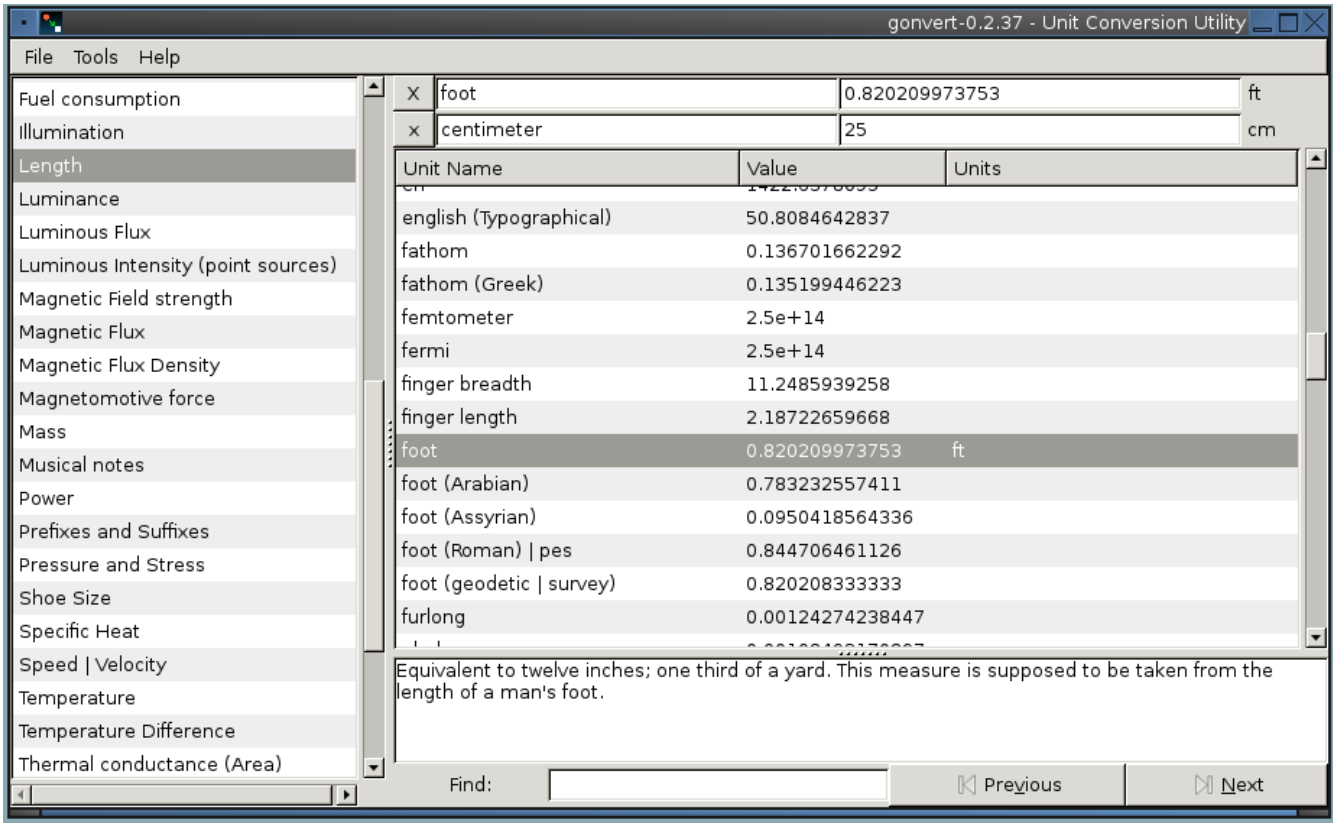
To use it, first choose the type of conversion from the list. In the image above, length is selected as the type of conversion.

Let’s assume we want to convert feet to inches:

Click on the X button (blue border), then choose feet from the list below the blue and green bordered buttons.

Click the other X button (green border), then choose inch from the list.

Now you can enter any values into the fields beside the foot and inch labels and the converter will automatically convert the value for you.



Desktop Shortcut Keys

All of the features available in an application are accessible through the applications' menus, but many users are more comfortable and productive using shortcut keys to invoke those menus instead of using the mouse.

Shortcut keys are always used in combination, not in sequence. For example, to open the Calendar, you hold down the Control and Shift keys and then press the z key.

Alt + F1	Show the desktop
Alt + F2	Minimize the top window
Alt + F3	Maximize the top window
Alt + F4	Close the top window
Alt + F5	Make the top window Fullscreen
Ctrl + Shift + z	Calendar
Ctrl + Shift + c	Calculator
Ctrl + Shift + m	Mount USB Drive
Ctrl + Shift + u	Unmount USB drive
Ctrl + Shift + f	File Manager
Ctrl + Shift + p	Printer Configuration
Ctrl + Shift + d	Unit Conversion Utility
Ctrl + Shift + Alt + k	Kill (force close) an application, for example if it is not responding

Alt + right or left arrow keys will cycle forward and backward through open windows.

Print Screen button creates a screenshot of what is currently on the screen & stores it in Home

Frequently Asked Questions

What is relationship between the Classic Choreboy and the Classic Word Processor?

Choreboy is the newest version and successor to the Classic Word Processor. It has been totally redesigned, inside and out, with an updated operating system and applications.

What operating system does the Choreboy run?

A customized version of Linux.

What processor is in the Choreboy?

It is an Intel Pentium dual core.

How much RAM is installed?

The Choreboy comes with 4GB RAM standard with an option for upgrade.

Can I install my own applications in the Choreboy?

No. User modifications to the system are not possible.

Is Conservative Technology Solutions a privately held company?

No. It is a non-profit organization run by a Board of members from the Old Order community. All profits from the sale of Choreboy or other products is used for product improvement, support, or reduced prices for future products.

Can I become a dealer for Conservative Technology Solutions products?

Perhaps. Please contact CTS for details.

My Choreboy has an Ethernet port, can I connect it to the Internet?

No. A Choreboy can only be connected to a dedicated LAN (local area network) with other word processors or printers.

Is the Choreboy a secure system?

We designed the Choreboy to be as secure as current technology allows. While no electrical system can claim to be 100% secure, CTS has a strong ongoing commitment to the security of the Choreboy.

Is there a way to minimize data loss in a worst case scenario??

For most of us, the real threat to total data loss is the fact that we keep all of data in one place. Sure, we do backups, but those backups are often on a drive in the same office or building. In case of fire, water damage, etc. the Choreboy and the backup are both destroyed.

The solution to this problem is to maintain a remote backup that is rotated on a frequent basis. If you have a business, perhaps your remote backup is stored in your home. Or for the ultimate protection, consider storing your remote backup in a safe deposit box.

To keep the remote backup current, we need to use a procedure of routinely rotating a local backup with a remote backup. This involves using two backup disks which we will call disk A and disk B. In this case, we will assume a weekly remote backup rotation, and the procedure goes something like this:

Make a full backup of all files to disk A, then move it to the remote location.

Make a backup of all files to disk B and keep it current on a daily basis.

After one week, take disk B to the remote location and bring disk A back to the office.

Make daily backups to disk A.

Repeat steps 3 and 4 weekly, alternating disks each time.

Of course, you can modify this procedure to meet your needs and priorities. As you can see, this method will insure you never have a total data loss, and in this example, the data loss might suffer will be limited to the past week.